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IS : 5457 - 1969

(Reaffirmed 2002)

Indian Standard

SPECIFICATION FOR SIZES OF FOLDERS AND FILES

(First Reprint October 1974)

UDC 686.83 : 651.2



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INDIAN STANDARDS INSTITUTION
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110001

February 1970

Revised Price

Gr 1

Indian Standard

SPECIFICATION FOR SIZES OF FOLDERS AND FILES

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Indian Standard

SPECIFICATION FOR SIZES OF FOLDERS AND FILES

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 22 December 1969, after the draft finalized by the Paper Sectional Committee had been approved by the Chemical Division Council.

0.2 With the use of metric sizes of papers having started at large scale both in Government Departments and private uses, it has become necessary to fix sizes of files, folders, covers, etc, to suit these sizes of papers.

0.3 This standard is essentially based on ISO/R 623 'Sizes of folders and files' issued by the International Organization for Standardization.

0.4 For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test shall be rounded off in accordance with IS: 2-1960*. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

1. SCOPE

1.1 This standard prescribes the sizes of files and folders intended to receive A 4 size (210 mm × 297 mm) of paper.

2. CLASSIFICATION AND SIZES

2.1 Files and folders shall be of the following types and sizes:

- a) Simple folders without back or mechanism — size: 220 mm × 315 mm.
- b) Folders and files with less than 25 mm back with or without mechanism — size: 240 mm × 320 mm.
- c) Files with back exceeding 25 mm with or without mechanism — size:
 - 1) Without mechanism: 250 mm × 320 mm
 - 2) With mechanism: 290 mm × 320 mm

NOTE 1 — The sizes recommended are those of overall rectangular surface when the folders and files are folded.

NOTE 2 — All dimensions given are maximum dimensions.

*Rules for rounding off numerical values (*revised*).

INDIAN STANDARDS

ON

PAPER AND ALLIED PRODUCTS

IS:

- 1060 (Part I)-1966 Methods of sampling and test for paper and allied products, Part I
(*revised*)
- 1060 (Part II)-1960 Methods of sampling and test for paper and allied products, Part II
(*revised*)
- 1060 (Part III)-1969 Methods of sampling and test for paper and allied products, Part III
- 1064-1: 61 Paper sizes (*revised*)
- 1396-1960 Blotting paper
- 1397-1967 Kraft paper (*first revision*)
- 1398-1968 Packing paper, waterproof, bitumen laminated (*first revision*)
- 1576-1967 Solid pressboard for electrical purposes
- 1763-1961 Substances of paper and pulp board
- 1774-1961 Paper for permanent records
- 1775-1961 Base paper for sensitized paper
- 1776-1961 Folding box board, uncoated
- 1848-1961 Writing and printing papers
- 2188-1962 Methods of test for paper for electrical purpose
- 2483-1963 Tcket board
- 2617-1967 Millboard, greyboard and strawboard (*first revision*)
- 2771-1965 Corrugated fibreboard boxes
- 2991-1965 Base paper for waxed paper
- 3064-1964 Hand-made drawing paper
- 3263-1965 Waxed paper for confectionery
- 3302-1965 Backing sheet for stencil
- 3303-1965 Paper for match boxes
- 3338-1965 Sizes of correspondence envelopes
- 3413-1966 Base paper for carbon paper
- 3673-1966 Alkali resistant paper
- 3962-1967 Waxed paper for general packaging
- 4006 (Part I)-1966 Methods of test for paper and pulp based packaging materials, Part I
- 4261-1967 Glossary of terms relating to paper and pulp based packaging materials
- 4356-1967 Paper cuttings
- 4645-1968 Code of practice for storage of paper and board
- 4658-1968 Coated paper and board (art and chromo)
- 4651-1968 Glossary of terms used in paper trade and industry
- 4664-1968 Pulp board
- 5134-1969 Bitumen impregnated paper and board
- 5195-1969 Paper stationery items for schools
- 5285-1969 Methods of test for fibre analysis of paper and board
- 5457-1969 Sizes of folders and files
- 6211-1971 Code of practice for packaging of paper and board
- 6213 (Part I)-1971 Methods of test for pulp:Part I water solubility of pulp
- 6213 (Part II)-1971 Methods of test for pulp : Part II Determination of freeness of pulp
- 6213 (Part III)-1971 Methods of test for pulp:Part III Determination of Alpha, Beta and Gamma Cellulose in pulp
- 6213 (Part IV)-1971 Methods of test for pulp : Part IV Determination of viscosity of pulp
- 6213 (Part V)-1971 Methods of test for pulp :Part V Solubility of pulp in one percent caustic soda solution
- 6213 (Part VI)-1971 Methods of test for pulp:Part VI Copper number of pulp
- 6213 (Part VII)-1971 Methods of test for pulp:Part VII Ash in pulp
- 6213 (Part VIII)-1973 Methods of test for pulp : Part VIII Beating, sheet making, preparation of hand sheets and testing
- 6213 (Part IX)-1973 Bleach requirements and preparation of hand sheets for optical tests of pulp

PUBLICATIONS OF INDIAN STANDARDS INSTITUTION

INDIAN STANDARDS

Over 7 500 Indian Standards covering various subjects have been issued so far. Of these, the standards belonging to the Chemical Group fall under the following categories:

Acids	Linters and allied products
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Alkalis	Oils & fats, oleaginous seeds and fruits
Brushware	Painters' materials (miscellaneous)
Ceramicware, enamelware and laboratory porcelain	Paper and its products
Chemical hazards and safety	Paper and pulp board packaging materials
Chemicals, inorganic (miscellaneous)	Perfumery materials, natural and synthetic
Chemicals, organic (miscellaneous)	Petroleum and petroleum products
Coal and coke	Photographic chemicals
Coal carbonization products	Pigments and extenders
Coated fabrics	Plastics
Cosmetics and toilet goods	Polishes
Drying oils	Printing inks
Dye intermediates	Ready mixed paints and enamels
Electroplating chemicals	Rubber and rubber products
Explosive and pyrotechnic materials	Soaps and other surface active agents
Fertilizers	Tanning materials and allied products
Fillers, stoppers and putties	Thermal insulation materials
Footwear	Thinners and solvents
Glass and glassware	Varnishes and lacquers
Industrial gases	Water and water treatment
Inks and allied products	Water based paints
Laboratory glassware thermometers and related apparatus	Unclassified
Lac and lac products	
Leather, leather goods and leather dressings	

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